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| [**Administrative Professionals Committee**](https://www.gvsu.edu/ap)Professional Development | November 8, 2022Virtual Zoom Meeting at 3:00 PM |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld(co-Chair), Natalie Trent & Mackenzie Prins (co-Chair)* |
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| **Topic/Issue** | **Discussion/Notes** | **Follow-Up/Action Required** |
| Review tasks/updates from the previous meeting | * Hannah – Recommended the first step would be to piece together things already offered at GVSU and build a badge around that
* Diane – Mentoring resources (refer to the email from 10/27/22 for attachments and links)
 | * Could pursue a mentorship program proposal for GVSU from an AP lens?
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| Discuss survey results | * What is professional development? Help define what it is and how to come up with a plan for oneself (opportunities beyond conferences)
* Themes: more opportunities, finances, more time, more information about what is available, leadership, transparency surrounding financial support, tuition reimbursement reciprocity, technical training, career development
* We need to voice that there is more to come!
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| Other items as deemed necessary | * Build on current website/communication campaign to help make opportunities known: <https://www.gvsu.edu/hro/professional-development-440.htm>
* Reach out to AP colleagues: what could you teach?
* Newsletter to highlight professional development
* Event/Panel: How did you gain professional development?
* Roadmap for success for AP staff/career pathways
* Talent management (Natalie) has a lot more coming in the upcoming years that will hopefully solve many current concerns
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| Tasks for the next meeting | * Hannah – Talk with Dan about newsletter/email 3 times per year
* Natalie – PD Panel
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| **Next Meeting(s):** ~~November 8 at 3:00~~, December 13 at 3:00, January 17 at 3:00, February 14th at 3:00, March 14th at 3:00 PM |